

## Student Activity Fee Committee (SAFC) Guidelines for 2024-2025



The purpose of Student Life Fee is to provide University of Missouri-Kansas City (UMKC) students the opportunity to interact and participate in various campus projects, programs, and services that are intended to enhance morale, spirit, and the overall University experience. **All events, programs, or services funded by Student Life Fees must be open to all UMKC students, free of admission, dues, or service charges.**

The Student Life Fee is assessed to all traditional degree program students and was established with the input and support from students to support programs and services that enhance the student experience and support student success at UMKC. Items supported by the Student Life Fee include student health and wellness, University libraries, maintenance and support of campus facilities, access to campus transportation shuttles, UMKC intercollegiate athletics, campus recreation, special events and entertainment, and student organizations.

All uses of Student Life Fee funds shall be subject to, and governed by, the Constitution and Guidelines of the Student Government Association of the University of Missouri- Kansas City, and where applicable the laws of the United States of America, the State of Missouri, and the Collected Rules and Regulations of the University of Missouri System.

**All student organizations must be in good standing with the Office of Student Involvement (OSI) before requesting funds from the Student Activity Fee Committee, Student Government Association or Councils. If an organization is not in good standing with OSI their usage of organizational funds will not be allowed. Funds requested by an organization before completing an organization registration will be denied.**

The Student Activity Fee Committee (SAFC) will allocate funds to student organizations by following the guidelines below. Any variation from this purpose will be considered a misappropriation of funds and will not be allocated.

### Student Activity Fee Funds shall not be used for the following:

- Gift cards, gifts, Senior send-off gifts
- Items purchased for fundraising, giveaways, and/or bake sales
- Alcohol, mixers, alcohol-related set-up items, or bartenders
- Personal items, cash advances, per diem or reserved monies, or loans
- Supplies for charity, philanthropy, or fundraising events
- Funds supporting an individual's academic needs (individual membership dues, musical instruments, tuition/fees, textbooks, and lab supplies)
- Medication or prescription drugs
- Computers, iPads, phones, or other software technology
- Awards of cash value and scholarships
- Door prizes or raffle items
- Furniture
- Sports equipment that can be checked out from Campus Recreation
- Items provided by the Office of Student Involvement Student Organization Resource Room
- Academic ceremonies
- Stipends or payments to UMKC students or employees of the UM System
- Funds for an event, for any reason, because the same or similar event was funded in any year previous.
- STEM, Health Study, and any other related academic "kits"
  1. For example, suturing kits, tooth restoration kits, surgical kits writing or art supply kits, and any other item at the discretion of the Student Activity Fee Committee
- Other items at the discretion of the Student Activity Fee Committee

## Student Activity Fee Committee (SAFC) Guidelines for 2024-2025

### Allocations Information

To ensure equity among all councils and organizations with the responsibility of receiving, managing, and spending portions of allocations of the Student Life Fee, the following will be enacted:

Any council or organization that receives funding and does not spend their total allocated amount for the academic year will be penalized for the upcoming academic year. This excludes any amount allocated by Seed Fund.

1. Councils and Organizations must spend, at least, 95% of their total allocated amount to be excluded from this provision.
2. Councils and Organizations who do not spend at least 95% of their total allocated amount will be penalized for 100% of their remaining total allocated amount for the academic year.

### Annual Budget Information

- **Councils** may request a maximum of \$10,000 in an annual budget submission.
- **Student Organizations** may request a maximum of \$5,000 in an annual budget submission.
- Event-by-Event budget allocations for student organizations cannot exceed the average amount allocated to annual Council or Student Organization budgets.
- Submissions that do not follow these guidelines ***will be denied***.

A student organization that requests an annual budget and does not receive at least the amount offered in the event-by-event limit, can request additional funding through an event-by-event budget.

For example, if a student organization is funded an annual budget of \$2000, but organizations are eligible to receive \$3000 through the event-by-event budgets, they can request an additional \$1000 through event-by-event budgets.

- Councils that did not meet the May 1, 2024 deadline for SAFC/SGA representative appointments ***may not submit an Annual Budget***.
- All communication regarding the status of your budget request is administered through RooGroups and updated in the comments section of your budget request. Please be sure that you have turned on notifications from RooGroups to receive status updates.

### Travel Requests

- Students competing, performing, presenting, voting and/or delegating on behalf of a registered student organization may be funded at up to 65% of the requested amount.
  1. When voting and/or delegating only a delegate and an alternate may be funded.
  2. When voting, please provide the national bylaws for your organization to SAFC if more than two people need to attend the conference.
- Professional development and volunteer trips on behalf of a registered student organization may be funded at up to 30% of the requested amount or \$300 per person, whichever is less.
  1. A session itinerary must be provided demonstrating that the student will attend for professional development on behalf of a registered student organization and include a reasonable justification of the importance of attending the event.
  2. If your request has students attending and students presenting, a separate request is required.
- **Food will not be funded for travel.**
- No funding will be provided for travel under 50 miles outside of the Kansas City metro area.
- The standard airline prices used by the Student Activity Fee Committee is Google Flights and/or Southwest Airlines. The request should be reasonable with the price available at the day of the SAFC meeting.
- The Student Activity Fee Committee will not fund individual travel during the 2024 – 2025 academic year.
- Travel will be funded for student organizations using the guidelines presented in this document.

## Student Activity Fee Committee (SAFC) Guidelines for 2024-2025

### Travel Reminders:

- **DO NOT MAKE TRAVEL ARRANGEMENTS ON YOUR OWN.**
- The Office of Student Involvement must arrange all travel if Student Life Fees are used toward the trip.
- For travel approved for a group of students, if a student drops out, the amount funded will be adjusted accordingly.
  1. Travel requests forms are found on the main page of RooGroups, on the tab titled "Travel Request Information" (<https://cglink.me/2n2/s35> )
- UMKC strongly discourages the use of personal vehicles for student travel and *will not* fund gas for personal vehicles.

## Event Requests

### Food:

- Itemized food estimates/quotes are required.
- Missing estimates, breakdowns and/or quotes will result in denial of funds and/or zero funding of requested items.
- Itemization for pizza or cultural foods is not required.
- Funding for food and catering will be allocated to UMKC students only.
- Food/Catering will be funded to one general body meeting and one social meeting per month.
  - o General Body Meetings include any meeting where official organizational business is conducted. This includes Executive Board meetings, Organizational Meetings, or regularly scheduled business meetings.
  - o Social Meetings include any meeting where official organizational collaboration (either inter-organizational or intra-organizational) business will be conducted. This includes any Fellowship-like meetings, recruitments, workshops, or any other leisurely activity.
    - Note: If an organization is to conduct an 'Inter-organizational' social meeting, only the organization leaders who submitted a budget request will be tabulated for the one social meeting per month rule.
- For general meetings, food/catering is limited to **one event per month**.
- Drinks, utensils, delivery, set-up fees, and gratuity must be included in food allowances.
- Tipping will not exceed 20% for any reason.
- **Formal** events will be funded at **\$16.50 per person per meal**.
- **Formal** events include: initiations, dinners with guest speakers, student awards ceremonies, formal celebrations, and formal dances. (**May be funded once per academic year**).
- **Informal or social events** will be funded at **\$9.50 per person per meal**.
- Food for volunteers serving at a charity or philanthropy event is allowable.

### Event Details:

- No student organization shall charge for entry at any Student Life Fee-funded event.
- Formals and events exclusive to membership shall not be funded.
- An event to welcome or recruit new members may be funded once per academic year.

## Supplies and Materials:

- Only academic and student involvement awards such as plaques, trophies, stoles, or similar awards will be considered for funding.
- Honorariums, Appearance Agreements, and Performance Agreements must be finalized prior to the event.
  - o The name of the contracted entity must be included in your final Honorarium, Appearance Agreement, and/or Performance Agreement.
- Honorariums, Appearance Agreements and Performance Agreements **cannot be used to pay UM System faculty or staff**.
- Promotional items to be given to students at events are funded up to **\$2.50 per student per item**.

## **Student Activity Fee Committee (SAFC) Guidelines for 2024-2025**

- Goodie Bags may be funded at **\$2.00 per student per item**.
- Promotional Items and Goodie Bags, will not exceed 200 people.
  - For student organizations, any promotional items, including goodie bags must not exceed a total of 100 people or the number of registered members (based off of RooGroups) plus 50, whichever is less.
  - For councils, any promotional items, including goodie bags must not exceed 150 people.
- T-shirts will be funded up to **\$13.50 per student per t-shirt**.
  - One t-shirt order per semester per organization or council will be funded.
  - T-shirt designs must be pre-approved by the Office of Student Involvement prior to submitting the request.
  - T-shirts can only be requested for registered members in RooGroups.
- Tickets for entertainment events or teambuilding will be funded at **\$11.00 per ticket** per student and will be funded once per semester.
  - Tickets must be for professional development specific to the organization and will be decided on a case-by-case basis.

## **Presentation Criteria and Other Information:**

- Requests in-line with current SAFC guidelines will not require a presentation to the SAFC.
- Requests with insufficient information will be denied.
- Requests that require discussion with the SAFC may be asked to present during an SAFC meeting.
- If requested to present at SAFC you will be notified via RooGroups.
- Presenters that fail to attend two consecutive meetings where the request was scheduled will have their request denied. Plan accordingly before submitting your request.

## **Seed Funds:**

- The 2024-2025 Seed fund allocation up to **\$250.00** for new student organizations.
- ***Seed Funds can only be requested by new student organizations who formed in 2024-2025.***

## **Appeals:**

### Grounds for Appeal

- The bylaws of the SAFC were not applied properly.
- Difference in the interpretation of the bylaws (terms and definitions).
- Difference in the assessment of an application or criteria.
- An incorrect mathematical calculation.
- Inaccurate information was used to determine the funding allocation.
- Biases demonstrated by members of the hearing committee.
- Exceptional circumstances may be considered on a case-by-case basis. The applicant must clearly state the circumstances and provide the necessary documentation/rationale.

### Appeals Process.

- All appeals shall be forwarded, in writing, to the Vice Provost for Student Affairs and Dean of Students or their designee as soon as possible by stating the grounds of appeal and proposed resolution.
- The Vice Provost for Student Affairs and Dean of Students or designee will review each appeal on a case-by-case basis and provide a written response to each appeal decision.
- Submit all appeals to this e-mail: [umkc-stuaff@umkc.edu](mailto:umkc-stuaff@umkc.edu)

## **Student Activity Fee Committee (SAFC) Guidelines for 2024-2025**

### **Requirements to Receive Student Activity Funds:**

- Completion of the annual re-registration process for your student organization or council
- Fulfillment of a mandatory in person or online training by:
  1. Student Organization or Council Advisor
  2. President
  3. Treasurer
- Information on registration deadlines and training completion deadlines will be available via RooGroups and e-mailed to all student organization leaders.

#### Questions:

- Please check our **SAFC Frequently Asked Questions Page**: <https://www.umkc.edu/get-involved/student-organizations/safc-faq.html>
- Contact your SAFC Representative
- Send an e-mail to the **SGA Comptroller**: Justice Horn  
Office Location: Student Union 303N  
Office Hours: TBD and updated by August 1, 2024  
E-mail: [umkcsgacomptroller@umkc.edu](mailto:umkcsgacomptroller@umkc.edu)
  - \*E-mails sent to the Comptroller's personal UMKC student e-mail address *will not* be answered
  - \*Please include your budget request ID in all communication
- Office of Student Involvement  
  
Office Location: Student Union 320  
Office Hours: Monday-Thursday 8:00am – 7:00pm and Friday 8:00am-5:00pm  
E-mail: [umkcgetinvolved@umkc.edu](mailto:umkcgetinvolved@umkc.edu)  
Office Phone: 816-235-1407
  - \*Please include your budget request ID in all communication

#### Submitting a Budget Request:

- Log-in to <https://roogroups.umkc.edu/>
- Find your student organization under the “Groups” tab on the upper left-hand side of the screen.
- Go to the left-hand side of the screen and find the “Money” tab
- On this screen, you’ll see an “Accounting Book”. Under the “budget” section of this book, you’ll be able to select either “Student Organization Annual Budget” or “Event-by-Event Budget” (depending on if your organization is submitting an annual budget or an event-by-event budget).
- Then, you’ll be able to select the “Create Budget Request” button on the upper right-hand side of this screen.

***\*Budget requests are only accepted from student organization leaders.***

***\*Faculty or staff advisors may not submit a budget request on behalf of a student organization.***

### **Deadlines:**

- Council Annual budget deadline **is June 28, 2024, at 5pm**
- Organization Annual budget deadline **is June 28, 2024, at 5pm**
- Event-By-Event budget requests will follow deadlines stated in the SAFC Dates and Deadlines Document.

**Student Activity Fee Committee (SAFC) Guidelines for 2024-2025**

The budget request timeline for all event-by-event and travel requests for 2024-2025 shall be as follows:

<b>SAFC to Review by this Meeting Date</b>	<b>Deadline to Submit Request (by 11:59pm)</b>	<b>Event or Travel to Occur On/After</b>	<b>Notes</b>
8/26/2024	08/21/2024	09/02/2024	
9/16/2024	09/11/2024	10/07/2024	
09/30/2024	09/25/2024	10/21/2024	
10/14/2024	10/09/2024	11/04/2024	
10/28/2024	10/23/2024	11/18/2024	
11/11/2024	11/06/2024	12/02/2024	
12/02/2024	11/27/2024	12/30/2024	Last Meeting of the Semester
02/03/2025	01/29/2025	02/17/2025	
02/17/2025	02/12/2025	03/03/2025	
03/03/2025	02/26/2025	03/17/2025	
03/17/2025	03/12/2025	03/31/2025	
04/07/2025	04/02/2025	04/21/2025	
04/21/2025	04/16/2025	05/05/2025	
05/05/2025	04/30/2025	05/19/2025 – 05/30/2025	Last Meeting of the Semester

\*We encourage student organizations that are traveling to provide ample time (6-8 weeks) to work with the Office of Student Involvement to coordinate their travel. Travel budget requests can be made in advance to allow the proper time to book travel.

## SAFC Scheduled Meeting Dates

<b>Date</b>	<b>Location</b>	<b>Time</b>
8/26/2024	SGA Chambers	6:00pm
9/16/2024	SGA Chambers	6:00pm
9/30/2024	SGA Chambers	6:00pm
10/14/2024	SGA Chambers	6:00pm
10/28/2024	SGA Chambers	6:00pm
11/11/2024	SGA Chambers	6:00pm
12/02/2024 – End of Semester	SGA Chambers	6:00pm
2/3/2025	SGA Chambers	6:00pm
2/17/2025	SGA Chambers	6:00pm
3/3/2025	SGA Chambers	6:00pm
3/17/2025	SGA Chambers	6:00pm
4/7/2025	SGA Chambers	6:00pm
4/21/2025	SGA Chambers	6:00pm
5/5/2025 – End of Semester	SGA Chambers	6:00pm

## SGA Scheduled Meeting Dates

<b>Date</b>	<b>Location</b>	<b>Time</b>
8/19/2024	SGA Chambers	6:00pm
9/9/2024	SGA Chambers	6:00pm
9/23/2024	SGA Chambers	6:00pm
10/7/2024	SGA Chambers	6:00pm
10/21/2024	SGA Chambers	6:00pm
11/04/2024	SGA Chambers	6:00pm
11/18/2024– End of Semester	SGA Chambers	6:00pm
1/27/2025	SGA Chambers	6:00pm
2/10/2025	SGA Chambers	6:00pm
2/24/2025	SGA Chambers	6:00pm
3/10/2025	SGA Chambers	6:00pm
3/31/2025	SGA Chambers	6:00pm
4/14/2025	SGA Chambers	6:00pm
04/28/2025 – End of Semester	SGA Chambers	6:00pm

For questions about the Student Government Association, contact:

[Student Government Association President](#)

**Yasmen Hassen**

Office Location: Student Union 303N E-mail: [sga@umkc.edu](mailto:sga@umkc.edu)

Office Phone: 816-235-1426

For questions about the Student Activities Fee Committee, contact:

[Student Government Association Comptroller](#)

**Justice Horn**



**Student Activity Fee Committee (SAFC) Guidelines for 2024-2025**

Office Location: Student Union 303N E-mail: [umkcsacomptroller@umkc.edu](mailto:umkcsacomptroller@umkc.edu)